



**CITY OF KIRKLAND
PARKS AND COMMUNITY SERVICES DEPARTMENT**

12421 103rd Ave NE
Kirkland, WA 98034
(425) 587-3350 phone; 425-587-3354 fax
www.kirklandwa.gov



**NORTH KIRKLAND COMMUNITY CENTER BIRTHDAY PARTY PACKAGE
AGES 5 & UNDER.**

Maximum 15 children; total maximum 35 people

Saturday time slots 11:30am-1:30pm and then 2-4pm after that fills. Sundays also available.

PACKAGE FEE: City of Kirkland Residents \$140 / Non-Residents \$168

Request may be made up to 2 months in advance:

Name of Organization or Parent: _____

Name of Birthday Child: _____ Child's Birth Date _____

Day & Date of Party: _____ Times _____ # Expected _____

Parent Telephone: (____) _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Alternate Contact: _____ Telephone: (____) _____

Applicant Signature: _____ Date: _____

(THERE IS NO ACCESS TO THE FACILITY OUTSIDE OF THE ABOVE NOTED HOURS)

Comments/additional information:

PARKS AND COMMUNITY SERVICES USE ONLY		
BY: _____	Rental #	_____
DATE: _____	Total Payment	_____
RENTAL STAFF: _____		_____



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GENERAL PROVISIONS

1. The Birthday Party Package fee is \$140 for City of Kirkland residents / \$168 for non-residents and is 2 hours total, including your set-up and clean-up and available on weekends only. Depending on other programs and classes scheduled in the building, times are Saturdays 11:30am-1:30pm, and once that time slot fills, 2-4pm. Sundays are more flexible. The first hour of the party is in the multipurpose room with our Indoor Playground toys which are set up and put away by our Recreation Facility Attendant. The second hour is in the classroom (maximum 35 people by fire code) which has a refrigerator, small freezer, sink, and microwave oven. You supply all food, refreshments, and decorations for your party. We suggest you keep the party simple.
2. Smoking and alcoholic beverages are strictly prohibited. No live amplified music, candles, or open flames allowed. Adults must supervise children at all times.
3. **No changes to birthday party hours or dates are allowed less than 5 business days prior to the rental date. Refund policy: A refund is granted if the request is made at least five (5) business days prior to the start of the party, less a \$10 administrative fee. There are no refunds or transfer of dates/times given with less than five business days notice.**
4. You are responsible for returning tables and chairs to their original location. Furniture is for indoor use only.
5. All food, decorations, and supplies brought into the center for the party are to be removed. You must leave the room(s) arranged as you found them. PLEASE – balloons must be weighted or tied down and then removed from the building at the end of your rental.
6. All decorations must be flame-proof or fire retardant. Decorations must be applied with masking tape only, and may not be hung from light fixtures, ceilings, fans, heat detectors, or emergency lights.
7. If the building is not open at the time you reserved, verify start time on your contract, and then contact the Kirkland Parks after-hours phone, 425-864-3431. A facility attendant will be sent.

